

TCAHA Board Meeting Minutes

Monday, November 10th, 2025, at 6:30 p.m. Hampton Inn & Suites Pasco

I. Call to Order (6:32 pm)

Board Members in Attendance: Matt McDaniel, Dustin Willoughby, Bruce Gradisher, Aaron Trombley, Kurt Lukins, Gary Atherley, Kelley Scott

Absent from the board: Derek Ellingsen,

Attendance: Garrett Stephenson, Haley Hollandsworth, Melanie Billingsley, Andrea Owens, Erin Donica, Phillip Ponn, Tiffany Richardson, Kristin Miller, Michelle Trombley, Ellen Ossiginac, Ron Mitchell, Wende Carlisle, Tracey Bullington, Tabitha Ockleston

*Reading of October Meeting Minutes

The motion to approve minutes by Gary seconded by Kelley, and the board approved.

*Treasurer Report – Kelley Scott, to be provided to Kurt later, don't have it today.

Beginning Balance: \$561,337.66

Total Debits: \$ 64,712.21

Total Credits: \$140,435.38

Ending Balance: \$ 637,060.53

Provided via email on 24 November.

II. Report of Officers and Directors

*President – Matt McDaniel – Still working on lease extension with HAPO. Working with Garrett to get a message out – we had a parent call the PNAHA referee in chief about a call this past weekend. Please follow protocols.

*Vice President – Bruce Gradisher – Nothing to report.

*Secretary – Kurt Lukins – Items the Board has completed or approved since the last board meeting:

HTT - Board and Employee Orientation checklist created (onboarding and offboarding)

12U House Allocation at 17 – approved

HTT – new Mission Statement for Organization - approved

Team, Coach, Employee and Board Photos - completed

Safety Committee guidance for Team Safety Managers - completed

Non Modified Logo Approvals Delegated to Secretary Moving Forward - approved

Hockey Gear Rental – outsourced to Rink Rat Rental – approved unanimously

Move \$25k to exploratory group for possible new rink opportunity - approved unanimously

Approve creation of a new 501c3 for new rink opportunity group – Board would be the same and similar controls - approved unanimously

Board decision making – after some research and recent discussion, and for the sake of transparency while also trying to get things done and be convenient to our volunteer board, here's how approvals will work: Approvals can be done at Board meetings and documented in the monthly minutes – majority rules. Approvals can be done at pre-Board meetings and documented in the monthly minutes as I have done above – majority rules. Any approvals done outside of this have to be in a written format and have to be unanimous. We use GroupMe for this purpose.

*Treasurer – Kelley Scott – All current accounts have new debit cards. Do not have a u16 or girls team card, need to do the bank process with the officers. Will be ordering checkbooks, but CLA has taken over and checkbooks will be less needed going forward with new processes with Expensify app.

*Past President –Derek Ellingsen – Absent no report

*Directors:

– Aaron Trombley - Director 3 – Looking for feedback on photos. Good so far. File format issue for some. Very good feedback otherwise.

– Bonnie Cannon - Director 4 – Replaced internal gear with Rink Rat Rentals.

– Dustin Willoughby - Director 5 – A couple of banners hung up to include the Dru Hammond banner. Going to have the Dru Hammond trophy updated and displayed. Will get the banners from this past weekend that were won displayed. HWL fixed the lights in 3 locker rooms. Created a punch list throughout the facility with HWL that they are working through.

– Gary Atherly - Director 6 – Nothing to report.

*Hockey Director – Garrett Stephenson – Good feedback and results so far into the season.

III. Committee Reports (Chairperson/Board Liaison)

*Tournament Committee – Garrett Stephenson – Girls tournament – I'll let Tiffany speak to it. Nuclear Meltdown this weekend. 12U full, 14U one spot open, 10U has a big waitlist. New 10UA coming after state tournament. 24 teams for Dru Hammond tournament.

*Goalie Committee – Mike Landry – Absent. Dustin reported – Potential speaker coming to talk to our goalies. Encouraging coaches to come to GL. Learn what we are doing and what we are looking for with the goalies. Averaging 26 goalies present. Have a 8U under session as well and have 10 showing. Pac District goalie chief did two sessions with our goalies this past month.

*Coaching Committee – Garrett Stephenson – X-mas coaches game coming up Dec 14th. Encourage coaches to participate. There will be fun events along with it (buy penalties).

*Discipline Committee – Bruce Gradisher – Will meet tomorrow night and need to address board and select members to stay as well.

*Equipment Committee – Bonnie Cannon – Committee members added (Morgan Grosz, Amy Cooper, Phil Ponn).

*Facilities Committee – Dustin Willoughby – Nothing to report.

*Finance Committee – Kelley Scott – Board Finance Liaison – Meet every Wed at 9am. Thanks for your commitment for joining us on those calls.

*Nominations Committee – Kurt Lukins – Open positions for vote this year – President, Treasurer, Director 4 Equipment and Director 6 Awards. Announcement is out and open until the end of the month. Can always wait to nominate from the floor. One submission and both incumbents intend to run. Nomination committee will work towards next year's candidates.

*Public Relations/Sponsorship Committee – Aaron Trombley – Need AGC for 12U, 14U and 18U House.

*Registration Committee – Haley Hollandsworth – Nothing to report.

Kurt comment – I ran the numbers last week out of SE. This includes BP so far but we are at 375 registrations this season vs 336 last season. That's +39 so far...well done.

*Scheduling Committee – Brandy Kavis – reported by Kurt Lukins –

1) House schedules are complete with the exception of 14U Jones. I received an email this morning from Moscow stating they cannot host 14u games this weekend and needed to cancel. I have already begun to work on getting those 2 games rescheduled.

2) Continuing to work with other associations to try to get some scrimmages for Mites that will likely fill in on games already scheduled.

*Scholarship/Awards Committee - Gary Atherley – Nothing to report.

*All Team Manager Committee – Haley Hollandsworth (Associate Team Manager) – Things are going well. We meet every three weeks. Please follow the chain of command. Discussion on TeamLinkt vs paper copy game sheet.

*Tri-City American Board Liaison – Isaac Merkl – Nothing to report.

*Girls' Club – Tiffany Richardson – Girls THFF had 47 girls. New girls jerseys arrived. 12U tournament went well this past weekend.

*Mid-Columbia Hockey Officials Association (MCHOA) – Not present.

IV. Unfinished Business

None

V. New Business


Phil Ponn – asked about goal repairs if they needed to be done on site or can be removed to be worked on. Dustin and Garrett will work with Phil on this.


Wende Carlisle asked about association 501c3 status. Kurt and Kelley provided an update. We still do not have our 501c3 but are actively pursuing it. Need five years of financial data to submit for renewal.

VI. Adjourn Meeting

Motion to adjourn by Kurt at 7:18 pm, seconded by Aaron the board approves.

VII. BOD available for questions/discussions

Prepared by:  _____, Kurt Lukins, Secretary, Board of Directors

Approved by:  _____, Board of Directors